

ABSTRACT OF THE DISCLOSURE

There is described a server which is connected to a plurality of terminals and exchange data with the terminals. A paste field—into which there is to be pasted a multiple item display consisting of a set of single item displays, each representing a single matter—is displayed on a display section of the terminal. A single matter display window—which enables selection of a single matter corresponding to each single item display included in the multiple item display and which definitely displays the thus-selected single matter—is also displayed on the display section.